



THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION



INSTRUCTIONS: You may attach a résumé to this Employment Application in lieu of completing Sections 6 and 7 of this application, **only**. The résumé must contain all information requested in Sections 6 and 7. Use additional sheets of paper to provide further responses to any section below. Instructions for completing this application are available in Spanish.

1. POSITION VACANCY INFORMATION

Position Title _____ Vacancy Announcement # _____

2. PERSONAL DATA—Please Print

Name Last: _____ First: _____ Middle: _____

Address Street: _____ Apt. # (if any): _____

City: _____ State: _____ Zip Code: _____ Ward: _____

Telephone (including area code): Home (_____) _____ Business (_____) _____

Other names ever used _____ Social Security Number _____ Date of Birth _____

3. D.C. EMPLOYMENT HISTORY AND AVAILABILITY

a. Are you now or were you ever employed by the District of Columbia government?
☐ Currently employed by D.C. government ☐ Previously employed by D.C. government ☐ Never employed by D.C. government

b. Mark below each type of current or previous D.C. government appointment with an "X." Check all applicable boxes.
☐ Temporary ☐ Term ☐ Permanent ☐ Career ☐ Excepted Service ☐ Executive Service ☐ Other: _____

c. List highest grade, classification series and step attained: Grade _____ Series _____ Step _____

When can you start work? _____ Lowest pay or grade you will accept _____

4. MILITARY SERVICE AND VETERANS PREFERENCE

Veterans preference is granted by law to disabled veterans, to veterans who served on active duty in certain time periods or military operations, and, under certain conditions, to the spouses, widows(ers), or mothers of deceased or disabled veterans.

Have you served on active duty in the United States Armed Forces? _____ ☐ YES ☐ NO
(Answer "NO" if your only active duty was for training, including basic training, in the Reserves and National Guard.)

Did you or will you retire at or above the rank of major or lieutenant commander? _____ ☐ YES ☐ NO
(If "YES," you are not eligible for veterans preference unless your retirement is based upon a service-connected disability.)

From [____/____/____] To [____/____/____] [____/____/____] [____/____/____] [____/____/____]
Dates of Active Duty Service (Month/Day/Year) Separation Date Character of Separation Campaign or Expeditionary Medals received

PREFERENCE CLAIMED (Please check one. You must show proof when hired.): ☐ 5-Point Preference ☐ 10-Point Preference

5. RESIDENCY PREFERENCE

Are you claiming a residency preference for the position indicated above? (If you claim residency preference, attach the Residency Preference for Career Service Employment form, DC-2000RP.) ☐ YES ☐ NO

6. LANGUAGE CAPABILITIES, EDUCATION AND TRAINING

a. List the languages you: Speak _____

Read _____ Write _____

b. Did you graduate from high school? (Answer "YES" if you have a GED high school equivalency or if you will graduate from high school within the next 9 months.) ☐ YES ☐ NO

c. Indicate highest degree(s) obtained (e.g., A.A., B.S.): _____

Name and Address of College or University _____ Zip Code _____

Major _____ Minor _____

Major Semester Credit Hrs. _____ OR Major Quarter Credit Hrs. _____ Attended (month/year) FROM ____/____/____ UNTIL ____/____/____

d. Use additional sheets of paper to list relevant training, licenses or skills (e.g., sign language). Include schools attended, addresses, certificates or degrees awarded, dates attended, number of credit hours, major/minor fields or subjects studied.

(OVER)

LIST PAID OR UNPAID WORK EXPERIENCE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING. RESPONSES TO ANY RANKING FACTORS INCLUDED IN THE VACANCY ANNOUNCEMENT MUST BE ATTACHED TO THIS APPLICATION. USE ADDITIONAL SHEETS TO LIST OTHER WORK EXPERIENCE.

Employer's Name	Dates of Employment (Month/Year)	Annual Salary	Average Hours Per Week:
Address		Starting \$ _____	
	From _____ To _____	Final \$ _____	

3-1772

DC-2000UC—Update and Continuation Sheet for Work Experience on DC-2000

THE DC-2000UC MAY BE USED BY D.C. GOVERNMENT EMPLOYEES TO UPDATE THEIR EMPLOYMENT APPLICATIONS OR IT MAY BE USED BY ANY APPLICANT AS A CONTINUATION SHEET FOR LISTING WORK EXPERIENCE.

- Attach all DC 2000UCs to your application for employment.
Use additional sheets if necessary.

Name (Last, First, Middle)	Social Security Number
Job Title & Announcement Number for Which You Are Applying	Date Application Completed

ADDITIONAL WORK EXPERIENCE

Employer's Name	Dates of Employment (Month/Year) From _____ To _____	Annual Salary	Average Hours Per Week:
Address		Starting \$ _____ Final \$ _____	
Telephone ()	Name and Title of Supervisor		
Reason for Leaving		No. of Employees Supervised	

If District or Federal Employment, List Series, Grade or Rank & Date of Last Promotion

Job Title and Duties, Responsibilities and Accomplishments

ADDITIONAL WORK EXPERIENCE

Employer's Name	Dates of Employment (Month/Year) From _____ To _____	Annual Salary	Average Hours Per Week:
Address		Starting \$ _____ Final \$ _____	

Telephone ()	Name and Title of Supervisor
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Reason for Leaving	No. of Employees Supervised
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If District or Federal Employment, List Series, Grade or Rank & Date of Last Promotion

Job Title and Duties, Responsibilities and Accomplishments

ADDITIONAL WORK EXPERIENCE

Employer's Name	Dates of Employment (Month/Year) From _____ To _____	Annual Salary	Average Hours Per Week:
Address		Starting \$ _____ Final \$ _____	

Telephone ()	Name and Title of Supervisor
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Reason for Leaving	No. of Employees Supervised
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If District or Federal Employment, List Series, Grade or Rank & Date of Last Promotion

Job Title and Duties, Responsibilities and Accomplishments